

SECOND TERM PRESENTATION GUIDELINES

1. Get good, **reliable information** and take note of your sources (at least: author, title, publisher and date. If it is a web source, you need to add the date you consulted and the url. Examples:

- J Dean. (2008, May 7). *When the self emerges: Is that me in the mirror?* [Web log comment]. Retrieved August 20, 2012 from <http://www.spring.org.uk/the1sttransport>
- *Psychology Video Blog #3* [Video file]. Retrieved May 13, 2013 from <http://www.youtube.com/watch?v=lqM90eQi5-M>
- *OLPC Peru/Arahuay*. (n.d.). Retrieved April 29, 2011 from the OLPC Wiki: http://wiki.laptop.org/go/OLPC_Peru/Arahuay.
 - (n.d.) means there is no date

2. **Organise** your ideas meaningfully. Follow a **clear structure** (introduction, body and conclusion) and use it to introduce your topic to the audience before you start developing the contents.

3. **Stay focussed** and don't stray off the topic.

4. Use some kind of **visual aids to help** the audience follow the presentation.

Don't write too much text and make sure it is easily read.

5. Make sure **the audience understands**, check if necessary.

6. Present a clear **conclusion or summary**.

7. **Acknowledge your sources**.

8. **Offer to answer questions**.